



Parks and Recreation Department

Administrative Assistant at the Shawnee Indian Mission

Agency: Fairway Parks & Recreation

Location: 5240 Belinder Road
Fairway, KS 66205

Contact/Supervisor: Brice Soeken, Director of Parks & Recreation
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Agency Description:

The City of Fairway is a “first-ring” suburb of the Kansas City Metropolitan Area. Serving nearly 4000 residents and as many visitors, the Parks & Recreation Department offers variety of recreational opportunities at its recently renovated park and adjacent swimming pool. In the fall of 2016, the City of Fairway entered into an agreement with the Kansas State Historical Society to take over operations and programming for the Shawnee Indian Mission Historic Site. The site contains 3 historic buildings dating to 1839, as well as 12 acres. The site has museum exhibits, community events, educational programs and research opportunities. The Mission falls under the umbrella of the Fairway Parks & Recreation Department. The site now has a fulltime Museum Professional on staff and it is open to the public year round. For more information about the City of Fairway and the Parks & Recreation Department visit www.fairwaykansas.org or contact the Parks & Recreation Director or the Mission Site Director.

Position Summary:

The Administrative Assistant is a part time position responsible for performing site-related functions for the Shawnee Indian Mission Site Director. This position answers the telephone, assists walk in traffic, performs site tours, assists with event and volunteer coordination, and completes a wide range of miscellaneous clerical and facility duties. This position is responsible for working with the general public, volunteers and assisting with site support groups. This position reports to the Shawnee Indian Mission Site Director. See attached detailed Job Description.

FAIRWAY POOL
6136 MISSION ROAD
PHONE: 913-722-3161

FAIRWAY CITY HALL
5240 BELINDER ROAD
PHONE: 913-262-0350

SHAWNEE INDIAN MISSION
3403 W. 53RD STREET
PHONE: 913-262-0867

NEALE PETERSON PARK
6136 MISSION ROAD

WWW.FAIRWAYKANSAS.ORG

KATHRYN LYON FLORA PARK
6030 CHEROKEE DRIVE

CITY OF FAIRWAY JOB DESCRIPTION

TITLE: Shawnee Indian Mission (SIM) Administrative Assistant

DEPARTMENT: Parks & Recreation

FSLA STATUS: Non-Exempt

WORK WEEK: 14 hours/week, PT

JOB SUMMARY:

The Administrative Assistant is a part time position responsible for performing site-related functions for the Shawnee Indian Mission Site Director. This position answers the telephone, assists walk in traffic, performs site tours, assists with event and volunteer coordination, and completes a wide range of miscellaneous clerical and facility duties. This position is responsible for working with the general public, volunteers and assisting with site support groups. This position reports to the Shawnee Indian Mission Site Director.

DUTIES:

Work Schedule

- ◆ Fridays & Saturdays from 10:00am to 5:00pm
- ◆ Additional hours/shifts may be added as-needed due site events and Site Director's time off schedule

General

- ◆ Answers/directs incoming telephone calls and assists with walk in traffic
- ◆ Receives admission fees and gives tours to visitors
- ◆ Backs up Site Director duties as needed
- ◆ Assists with special projects, filing and data entry
- ◆ Assists in the development and implementation of site events and programs
- ◆ Tracks inventory of supplies for various operational needs including office, janitorial and program needs, alerting Site Director of any needs
- ◆ Under Site Director's direction, coordinates volunteer support and communication
- ◆ Fosters a safe environment for both departmental staff and the general public
- ◆ Follows the direction provided in the Parks and Recreation Mission Statement
- ◆ Exercises independent judgement and decision making
- ◆ Cooperates with other city departments and staff
- ◆ Miscellaneous duties as assigned

Grounds & Facilities

- ◆ Responds to and relays citizen/visitor ideas/complaints/needs as necessary to the Site Director for consideration
- ◆ Responsible for day to day cleanliness, including dusting, sweeping and trash removal of the buildings and grounds

Maintenance & Conservation

- ◆ Maintains the historic site including the buildings, grounds, furnishings and equipment to a high level of cleanliness and order
- ◆ Keeps nonpublic areas such as storage and offices orderly and clean
- ◆ Performs minor maintenance work such as changing lightbulbs and smoke detector batteries
- ◆ Reports larger maintenance issues to the Site Director
- ◆ Performs light cleaning of artifacts and exhibits guided by the Site Administrator

Miscellaneous

- ◆ Wears proper attire at all times.
- ◆ Reports to work regularly and promptly
- ◆ Performs other duties as assigned

Working Conditions

- ◆ Works both indoors and outdoors on a regular basis
- ◆ Occasionally exposed to various types of natural weather conditions, including extreme cold, extreme heat, dampness, humidity and dry weather
- ◆ Guides outdoor tours over uneven terrain.

REQUIREMENTS:

Skills and Abilities

- ◆ Ability to comprehend verbally, arithmetically and in writing; ability to express ideas verbally and in writing
- ◆ Aptitude for office procedure, cash management and mechanics
- ◆ Ability to work independently and as part of a team
- ◆ Ability to prioritize work and meet deadlines
- ◆ Ability to work with the public
- ◆ Ability to recognize and avoid safety hazards and is able to respond to emergencies effectively
- ◆ Ability to recognize and protect confidential information
- ◆ Ability to use basic computer software including: word process documents, enter basic data into database, and use spreadsheets to maintain numerical data

Physical

- ◆ Must have finger and manual dexterity, strength and physical stamina adequate to perform essential functions of the position
- ◆ Must have body flexibility including multi-limb coordination
- ◆ Must have adequate depth perception, visual acuity, visual stamina and auditory perception adequate to perform essential functions of the position
- ◆ Must be able to speak and write adequately to perform essential functions of the position
- ◆ Must have adequate environmental tolerance, including ability to tolerate high temperatures and confining workspaces

Mental

- ◆ Ability to understand department rules and regulations, City of Fairway rules and regulations and standard operating procedures and the ability to help formulate same.
- ◆ Must be able to concentrate, memorize and reason logically
- ◆ Ability to respond to emergencies effectively, to changes effectively, and to directives effectively

Educational and Miscellaneous

- ◆ Must have a basic education, with a high school diploma or equivalent education
- ◆ Museum and/or historical site experience preferred

RATE OF PAY

- ◆ \$20 per hour

APPLICATION PROCESS

- ◆ Application material must be submitted no later than January 1st.
- ◆ Interviews will take place immediately after application deadline.
- ◆ Start date is flexible.
- ◆ Submit a completed resume, cover letter and list of relevant references to:

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